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TITLE: Procedural Bulletin #25	SUBJECT: Definitions	
TEXT: <div style="margin-left: 40px;"> PURPOSE: To establish definitions for terms used throughout this manual. . </div> <div style="margin-left: 40px;"> LEGAL REFERENCE: 11-12 11-12-1-1 11-12-2-2 11-12-2-4 11-12-1-1 35-38-2.6-2 35-38-2 35-38-2.52 35-35-2.5-3 </div> <div style="margin-left: 40px;"> RELATED BULLETINS: </div>		

**COMMUNITY CORRECTIONS GRANT ACT PROGRAM
PROCEDURAL MANUAL
GLOSSARY**

For the purpose of this manual the following definitions are presented:

Absconder: An offender who fails to report for supervision or an escapee or runaway from a placement in a community corrections component.

Active client: A client having regular contact with program staff for the purpose of receiving services or supervision. Absconders from a program or clients pending violation shall be considered active until formal revocation or court proceedings have been initiated or after 45 days of “no contact” (whichever is sooner). These clients have some obligation beyond merely financial (i.e. restitution, user fees, etc.).

Adult: The status of the client at the time he/she was accepted into the program. Any client who comes to the programs from an adult court. All offenders 18 and over and those under 18 who were formally waived to adult jurisdiction would be considered adults. A youth under age 18 referred from traffic court would not be counted as an adult.

Advisory Board (as defined by IC 11-12): Formulates the Community Corrections plan and the application for financial aid required by IC 11-12-2-4. The Advisory Board observes and coordinates Community Corrections programs in the county. Must consist of members listed under IC 11-12-2-2.

Assessment: An objective evaluation to identify an offender’s characteristics, attitudes, values and beliefs thereby determining the offender’s level of risk to public safety; to indicate what programmatic interventions would be most effective in addressing the criminogenic needs of the offender.

Case Management: A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates options and services needed to meet a person’s needs.

CCGAP: Community Corrections Grant Act Program. Program funded at least in part by IC 11-12.

CHINS: A child in need of services falling under jurisdiction of the county Division of Family and Child Services.

Client: Any person or offender who has been accepted by the agency to receive services or supervision whether the client is an adult or a juvenile.

Cognitive Programs: Programs which attempt to change an offender's anti-social thinking patterns" by teaching pro-social thinking, problem solving and social skills.

Community Corrections (Grant Act) Program (as defined by IC 11-12-1-1): A community based program that provides preventive services, services to offenders, services to persons charged with a crime or an act of delinquency, services to persons diverted from the criminal or delinquency process, services to persons sentenced to imprisonment, or services to victims of crime or delinquency, and is operated under a community corrections plan of a county and funded at least in part by the state subsidy provided in IC 11-12-2.

Community Corrections (Grant Act) Program (as defined by IC 35-38-2.6-2): A program consisting of residential and work release, electronic monitoring day treatment, or day reporting that is operated under a community corrections plan of a county and funded at least in part by the state subsidy provided under IC 11-12-2; or operated by or under contract with a court or county.

Community Service: A sentencing option or condition that places offenders in unpaid positions with nonprofit tax supported agencies to work a specified number of hours in a given time period.

Community Work Crew: A CCGAP component funded at least in part by IC 11-12 that provides direct supervision by agency staff for clients that are not jail inmates doing community service restitution work in the community.

Component: Provides a specific type of supervision to a client. A Community Corrections program may be made up of one or more components.

Criminogenic: Producing or tending to produce crime.

Day fines: A judge determines the number of "fine units" warranted based on the severity of the crime. The monetary value of each day fine unit is then geared to offender's income.

Day Reporting/Treatment: A highly structured component using supervision, sanctions, and services coordinated at a central location. Supervision activities are intended to address public safety concerns and provide structure for the offender's activities. These activities may include preparing a daily itinerary; making frequent phone calls to and from the center (some centers use electronic monitoring to perform this function); daily in-person reporting to the center; frequent and random drug testing; random community checks by the staff.

Delinquent: A child under the age of 18 who has been formally adjudicated for an offense that would be a crime if the child were 18 years of age or older.

Director: Appointed by the Community Corrections Advisory Board to oversee the daily management of a CCGAP.

Direct Placement/Commitment (as defined by IC 35-38-2.6): Designates clients who are placed in a community correction program component under IC 35-38-2.

Disallowed Expenditures: Documented costs which are not in the approved grant application of the program and do not directly support the goal of the community corrections statute which is to divert offenders from the Department of Correction and to coordinate the local criminal justice system; applies to both the formal grant and project income; questions should be forwarded to Director, Community Corrections Section, DOC, prior to the expenditure being incurred.

Electronic Monitoring: An electronic device placed in the home or worn by the offender who can be monitored twenty-four (24) hours a day to confirm their presence in the home.

Executive Document Summary (state form #41221): A summary of the grant application which highlights the major components of the proposed plan including purpose and goals, programs and funding levels.

Fixed Asset: Any item falling within either of the following categories:

1. Contains a manufacturer's serial or identification number;
2. Has a life expectancy of greater than one year and is valued in excess of three hundred dollars (\$300.00).

Formal Probation: A conditional disposition of a charge against a client that results from a hearing of record before a judge or magistrate.

Home (as defined by IC 35-38-2.52): The actual living area of the temporary or permanent residence of an offender. The term includes a hospital, health care facility, hospice, group home, maternity home, residential treatment facility, and boarding house. The term does not include a public correctional facility or the residence of another person who is not part of the social unit formed by the offender's immediate family.

Home (as defined by IC 35-38-2.52): The actual living area of the temporary or permanent residence of a person. The term does not include a hospital, health care facility, hospice, group home, maternity home, residential treatment facility, board house, or public correctional facility.

House Arrest/Home Detention: A sanction which restricts and monitors an offender to his/her residence for specific periods of time.

Inactive Client: A client for whom supervision or services are provided by another program or jurisdiction through transfer, or those with solely financial obligations.

Informal: The legal status of a juvenile offender assigned to a program component by mutual agreement of the parties without benefit of a formal court hearing or adjudication.

Intensive Supervision: A form of supervision with reduced officer to offender ratios. There are increased contacts between the officer and the offender and more attention to assisting with the offender's service needs, e.g. substance abuse treatment, than on regular supervision.

Jail Work Crew: A CCGAP component funded at least in part by IC 11-12 that provides direct supervision by agency staff for clients that are jail inmates doing community service restitution work in the community.

Jurisdiction: The geographic area that is directly served as a part of a formal written agreement between the Department and local officials. It may be a single county, or in the case of a regional program, multiple counties.

Juvenile: A client referred from juvenile court or one who was under age eighteen (18) at the time of referral. (If a client turns 18 after acceptance into the program, he/she would continue to be counted as a juvenile.)

Juvenile Detention Alternative Programs: Juvenile programs serving as an alternative to detention and/or incarceration.

Monitoring Device (as defined by IC 35-38-2.5-3): An electronic device that is limited in capability to the recording or transmitting of information regarding an offender's presence or absence from the offender's home; is minimally intrusive upon the privacy of the offender or other persons residing in the offender's home; and with the written consent of the offender and with the written consent of other persons residing in the home at the time an order for home detention is entered, may record or transmit: visual images, oral communication or any auditory sound; or information regarding the offender's activities while inside the offender's home.

Non-support/IV-D: The offense type for clients referred as part of civil court proceedings. Clients convicted of non-support as a criminal offense are not included in this category.

Offense Type: The category of crime, delinquent act, or infraction that brought about referral to the community corrections program.

Post-Adjudication (non on probation): Juveniles placed in the CCGAP component as a disposition which does not involve placement on probation and who were not on probation at the time of disposition.

Pre-Adjudication (court pending): Juveniles assigned to the CCGAP component who have not yet been formally adjudicated for incident/offense that led to their assignment and who were placed in community corrections while awaiting action by the court.

Program Evaluation: An objective assessment to determine the programmatic efficacy of a program or component.

Project Income: Any income derived from the operation of a community corrections program funded by a state grant (IC 11-12). This income would include, but would not be limited to, user fees (e.g., offender paid), program income (e.g., community service restitution), donations, contributions, etc.

Quarterly Reporting Period: July 1 to September 30, October 1 to December 31, January 1 to March 31, April 1 to June 30.

Recidivism: Conviction of a crime within three years of fulfilling the offender's court obligation.

Residential: Programs for which offenders must be on the premise on a twenty-four (24) hour basis.

Restitution: The court may order an offender to make reparations for all or part of the value of property or other cost of the crime.

Restorative Justice: A set of principles and practices that provide the criminal justice system and the community opportunities to work together to respond to crime. In Restorative Justice programs, offenders take responsibility for their criminal behavior and take action to repair the harm to their victims and the community; victims are offered opportunities to make their needs known and how those needs can best be met; and the community provides for a system of programs and activities that support Restorative Justice through citizen participation.

Sentence modification: Clients who, through formal court action, receive a change in an earlier disposition/sentence.

Snapshot: A "picture" of the number and types of clients in a program on a specific date.

Split sentence: Clients who, as a part of a formal disposition, are sentenced to an executed term served in jail or prison followed by a suspended term and probation.

Status offender: A client under the age of 18 who has committed an offense that would not be a crime if they were an adult.

Target Population (for Adult CCGAP): Non-violent felons who have been sentenced to a term of not more than four (4) years and Class “A” misdemeanants.

Target Population (for Juvenile CCGAP): Non-violent youthful offenders who have been adjudicated for offenses that, if committed by an adult would be a felony or class “A” misdemeanor.

VORP: Victim-Offender Reconciliation Program. The offender and the victim are brought together voluntarily with the help of a trained mediator to express their feelings about the crime and sometimes to work out a restitution agreement.

Waiting List: Potential clients that have been referred but are not yet active because the program component is at capacity.

Work/Study Release: A formal arrangement sanctioned by law whereby an inmate/resident is released into the community to maintain approved and regular employment and or education/vocational training.